


Natalia A. Malenkikh

Independent Translation and Localization Professional

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Date of Birth:	December 22, 1983	
Education:	<p>My second university degree: January-May 2014 Siberian State Technological University Specialist Degree in HR Management, Graduated with Honours;</p> <p>My first university degree: 2002-2007 Siberian State Technological University Specialist Degree in Linguistics and Intercultural Communication/Translation Studies (English, German), Graduated with Honours.</p>	
Qualifications:	Linguist / Translator / Interpreter / HR Manager	
Language Pairs:	English-Russian-English Russian—native German-Russian-German	
Services / Rates:	Depending on urgency and complexity, rates may vary as follows: Translation: 0.05 - 0.08 USD per source word, 20 - 30 USD per hour; Editing/Proofreading: 0.025 - 0.04 USD per source word, 20 - 30 USD per hour; Subtitling: 6.50 - 7.50 USD per minute. All rates may be negotiated. Please, specify your rate and then we will agree on it.	
Turnaround:	2,500 words a day regular, up to 3,500 words for rush jobs.	
Specialization Areas:	Business/Commerce, Marketing, Management, Economics, Law, Human Resources, Oil and Power Industry, Engineering, IT, Medicine, Aluminum Production and Coal Mining, Forestry, Railways.	
Software:	SDL Trados Studio 2011, MemSource, Transit NXT, XLIFF Editor, XTM, Windows 7, MS Office 2013 (MS Word, MS Excel, MS Power Point), Foxit PDF Editor, Adobe Photoshop, ABBYY FineReader	
Previous Experience:	2007-till present Freelance En<->Ru; De<->Ru Translator and Language Specialist 2011-till present Individual Entrepreneur, En<->Ru; De<->Ru Translator and Language Specialist 2009 - 2011 Irkutsk State Railway Institute, EFL Teacher 2007 - 2009 – ALTECO, Industrial Equipment and Investment Company, Krasnoyarsk, En<->Ru; De<->Ru Translator and Interpreter	
Methods of Payment:	Wire transfer, bank account (USD/EURO), international payment systems, and others as agreed by the clients	
Personal Attributes:	In-depth knowledge of written English, German and Russian, proactivity and perfect time-management skills; reliable, hard-working, flexible	